



## IDENTIFICATION

| Department      | Position Title           |                                     |
|-----------------|--------------------------|-------------------------------------|
| Finance         | Human Resource Assistant |                                     |
| Position Number | Community                | Division/Region                     |
| 15-17073        | Yellowknife              | Management and Recruitment Services |

## PURPOSE OF THE POSITION

This position provides human resource support to Human Resource Teams in the Management and Recruitment Services Division by completing human resource functions in a timely, efficient, and professional manner which are keeping with established GNWT Acts, regulations, guidelines, policies and procedures, service agreements and applicable Collective Agreements to ensure that clients of the Department of Finance receive prompt and accurate information and service.

## SCOPE

Reporting to Client Service Manager - HRU, the position is located in Yellowknife and works as part of a team of Human Resource Assistants in the Management and Recruitment Services unit. The position works with HR Operations and client service teams to support the provision of front-line human resource services in the areas of recruitment, employee orientation, job description development, employee recognition and labour relations. This position also provides administrative support the Management and Recruitment Services Division.

This position is the first contact with individuals seeking employment with the Government of the Northwest Territories. As such, the position is directly responsible for providing a positive first impression of the Department of Finance and for promoting the GNWT as an employer of choice. This ultimately leads to the GNWT securing the best employee for a position and an individual who can positively affect the ability of the GNWT to deliver quality programs and services.



## **RESPONSIBILITIES**

### **1. Provides support to the division for the recruitment function by:**

- Reviewing resumes and determining the affirmative action status of candidates and updating the recruitment system if required.
- Assist in the screening of candidates on eRecruit.
- Creating screening lists for competitions.
- Assists with preparation and development of interview questions.
- Contacting competition candidates to book interviews and assignments.
- Reviewing assignment materials that will be provided to candidates to ensure that all of the information is correct.
- Proctoring assignments.
- Closing competitions on the recruitment system.
- Assembling new hire packages.
- Reviewing resumes received via fax, e-mail and in person and linking applications to the appropriate competitions.
- Scanning, organizing and loading competition documents to both eRecruit, as well as the online competition folders, then disposing of the documents.
- Sending out general regrets to candidates who were not successful on a competition.
- Assisting candidates and department managers with general inquiries regarding hiring processes, the Affirmative Action Policy and eRecruit.

### **2. Provides general support for human resource function to the division in general areas by:**

- Logging performance appraisals received by division from client departments.
- Compiling pay increment data from the monthly increment report and providing HRU and HR Client Service Managers/Human Resource Officer with a department specific list of those coming due.
- Assisting division staff with coordination of casual hiring.
- Initiating the clearance process upon receipt of employee resignations.
- Completing employment verification letters upon request.
- Preparing various employment contracts including:
  - transfer assignments
  - job offers
  - employment extensions
- Supporting division staff in the preparation of long service and appreciation events by:
  - printing certificates and obtaining signatures
  - coordinating framing of long service certificates
  - securing long service pins from Corporate Human Resource division
  - writing bias for long service recipients



- Running various reports from the Human Resource Information Management system, including the weekly Pending Future Action, and preparing the report for distribution to the Client Service Teams.
- Researching and compiling appropriate responses to assigned help desk tickets.

**3. Provides general administrative coverage as required to the division and department by:**

- Formats, prints and distributes letters, reports, survey, questionnaires, publications and presentations as required.
- Answering division telephones, taking messages and directing calls.
- Greeting visitors and responding to requests for information.
- Maintaining boardroom bookings.
- Arranging for courier and registered mail services.
- Working with divisional administration team to ensure front desk coverage is in place at all times.
- Maintaining a bring-forward system for the section and ensuring that required follow-up is done for all items.
- Opening, sorting, logging and distributing mail for the unit.
- Helping to ensure that that division office machines and equipment, including telephones, computers, printers and other electronic equipment, are in good working order. When required, coordinating requests to resolve problems with divisional administration team.
- Filing divisional documents.
- Archiving and retrieving files using the GNWT Records Management System.
- Maintaining and distributing the taxi vouchers for the division.
- Identifies, recommends and participates in the implementation of changes to streamline office procedures.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

Incumbent is subject to constant disruptions from peers, subordinates, officers, and managers who require immediate attention to change priorities.



### **Mental Demands**

Contact with the public who may be irate or upset and may cause emotional fatigue. Such contacts occur infrequently for short duration (less than 15 minutes).

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and experience in standard office procedures and protocol.
- Ability to use computer software programs including spreadsheets, databases, presentations and word processing.
- Attention to detail
- Ability to maintain confidentiality.
- Communication skills in order to communicate with clients in a professional manner and gain their confidence and compliance with required procedures in order to minimize conflicts.
- Ability to work in a fast paced environment with constantly changing priorities
- Organizational and time management skills as well as the ability to multitask.
- Knowledge of HR applicable Acts, regulations and procedures
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

A diploma in Management Studies or Human Resources with 2 years of experience in an office environment.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

#### **French language (check one if applicable)**

- ☐ French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
READING COMPREHENSION:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

**Indigenous language:** Select language

☐ Required

☐ Preferred